

Theophilus  
M<sup>r</sup> in the  
Short

Metcalfes  
Art of  
Writing



Caesar was praised for his Dexterity  
In Feates of Warr; and Martiall Chevalry :  
And no less famous art thou for thy Skill :  
In Nimble turning of thy Silver-quill ; -  
Which with the preachers mouth should equall pace  
And swiftly glides along untill the race  
Of his discourse be run, so that I thinke  
His words breath'd from his Mouth are turn'd to Inke

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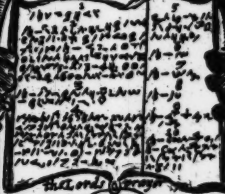
SHORT

Writing the most Easie  
Exact Line a ll and steady  
Method that hath ever yet  
been obtained or taught

Composed by

Theophilus Metcalf  
Author and proffer of  
of the said Art

The  
X Commandments



The 9th

Edition much  
larger by the Author  
which is able to make the  
pronunciation perfect with  
out any other Tractat  
London printed for  
Jo: Hancock & are to be  
Sold at his shop at the  
entrance into the  
head the end of  
Great Court

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# Short-Writing,

*The most Easie, Exact, Lineal, and  
Speedy METHOD that hath ever  
been Obtained, or Taught.*

Composed by

**THEOPHILUS METCALFE,**  
Author and Professor of the said  
ART.

---

**The Last Edition.**

*With a New Table for shortning of Words.*

---

Which Book is able to make the  
Practitioner perfect without a Teacher.

As many Hundreds in this City, and  
elsewhere, that are able to write Ser-  
mons word for word, can from their  
own Experience Testifie.

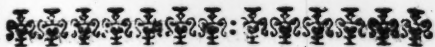
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LONDON, Printed for, and are to be sold by *John  
Hancock* at the first Shop in *Popes-Head-Alley* in  
*Cornhil*, at the sign of the three Bibles, 1674.

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## TO THE READER.

Courteous Reader,

**A** *S* it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom, without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet, because short; and admired of all, because under a little husk is contain'd a large kernel. The Art and knowledg of Man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gon by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography, is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

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it hath attained its Perfection, whereas other Arts expatiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new-coyned Art, for it is as ancient as Homer himself, whose Iliads we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore, Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest to afford you what furtherance I can.

Theophilus Metcalfe

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*The Stationer to the Reader.*

**G**entle Reader, Though I know divers have learned in two or three days time by this Book only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *School-master*, explaining all the Rules thereof to the weakest capacity; Also a new *Copy-book* of several hands, viz: *Secretary, Roman, Italian, running, and Text-band*: sold by *John Hancock* at his shop in *Popes-Head Alley* at the sign of the three Bibles.

CHAR

*The Art of Short-writing.*

CHAP. I.

*Of the excellent use of this available Art of  
RADIO-STENOGRAPHY.*

**A**S Practice brings Perfection in all Arts and Sciences, So being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judg of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecillity, nor weakness of your capacity for the attain-

6 *The Art of Short-writing.*

ing of mature perfection in this Art, by this book alone without any other teacher. For first, the rules are few, pertinent, plain, and easie, teaching the meanest capacity. Secondly, you have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof, in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyn-ing and have attained to an understanding in this Art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and swiftness will follow after; the more you practise the more you will gain experience.

Chap.

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# The Letters of the Alphabet

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A	h	i	k	p	r	v	v
B	l	m	n	q	s	w	x
C	o	p	q	t	u	y	z
D	r	s	t	u	v	w	x
E	u	v	w	x	y	z	-
F	x	y	z	-	-	-	-
G	y	z	-	-	-	-	-
H	z	-	-	-	-	-	-
I	-	-	-	-	-	-	-
J	-	-	-	-	-	-	-
K	-	-	-	-	-	-	-
L	-	-	-	-	-	-	-
M	-	-	-	-	-	-	-
N	-	-	-	-	-	-	-
O	-	-	-	-	-	-	-
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Q	-	-	-	-	-	-	-
R	-	-	-	-	-	-	-
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T	-	-	-	-	-	-	-
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X	-	-	-	-	-	-	-
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Z	-	-	-	-	-	-	-

## Double Letters to begin wordes

bl	cl	fl	pl	sm	tl
br	cr	fr	pr	sn	tr
cl	dl	gl	sh	sp	tl
cr	dr	gr	sk	st	tl
dr	er	kn	sl	str	tl
dn	en	kn	sl	sn	tl

## Double Letters to end wordes

ld	lt	nt	rn	rt
lk	mp	nt	rp	rt
lm	mpl	rd	rs	rt
ln	nd	rk	rn	rt
lp	ng	rl	rn	rt
ls	nk	rm	rn	rt



CHAP. II.

*Of the Alphabetical Characters, which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.*

**T**Here are two Characters for *p*, two for *f*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These *Characters* are extracted from the Alphabet of letters and are made after this manner, by joyning two *Characters* together: As for example, suppose you have a word to begin with *bl*, to include these two *Characters* in one, you must do it thus, first write down the *Character* *b* thus (  $\angle$  ) then from thence where you took off you Pen, joyne the *Character* *l*, which is the next letter thus (  $\angle$  ) and so you have a *Character* for *bl*; and so after the same manner you are to make from the Alphabet all other *Characters*, by uniting together those that are for the beginning and ending of words.

## CHAP. III.

**S**heweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.

*C̃<sup>2</sup> Ċ<sup>1</sup> F L N ÷ W*











By these examples you may see, that *a* is above, *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.





The third chapter containeth the chiefest Rule in all the Art, therefore let the learner be careful to observe it well; for this of the Vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise as to cast the Book away, because they could not presently apprehend all at the first reading; when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP.

CHAP. IV.

**S** Heweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following.

<i>a</i>	<i>e</i>	<i>i</i>	<i>o</i>	<i>u</i>
 <i>am</i>	 <i>eke</i>	 <i>ile</i>	 <i>on</i>	 <i>urge</i>
 <i>at</i>	 <i>eye</i>	 <i>rie</i>	 <i>or</i>	 <i>utter</i>

Secondly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel; as for Example, to write *back*, first set down your *b*, thus (  ) now the next letter after *b*, is your vowel *a*; now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k* thus (  ) *back*. To write *bait*, first make your *b*, thus (  ) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following, which is *t*, thus (  ) *bait*, to this end observe your examples following in the next leaf.

*A Table of Examples for shortning of words.*

**M**Any times letters and whole syllables may be left out, & yet sufficient found remaining to expresse the word by.

For *Abraham* write *Abram*, for *vehement* write *vément*, for *daughter* write *datter*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Buro*, for *thorough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *beantifid*, for *mystery* write *mystry*, for *arm* write *rm*, for *argu* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenious Learners.

*Note also*, That when *E* comes before *X* it may be always left out; as for example, for *explaine* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them:

For	{ <i>Affable</i> <i>Allow</i> <i>Command</i> }	write	{ <i>Afable</i> <i>Alow</i> <i>Comand</i> }
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And always instead of *ph*, write *f*, as in *fisick*, *farise*, *filosofie*.

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# Example s

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a	arose	1	joyne	i	saith
av	availe	1	just	iv	seale
av	avoide	iv	keyes	iv	seeke
av	booke	iv	kisse	iv	sight
av	bought	iv	last	iv	soule
av	came	iv	least	iv	sought
av	cause	iv	loose	iv	tast
av	caught	iv	moone	iv	taught
av	cease	iv	narrow	iv	toile
av	dayes	iv	nature	iv	tooke
av	deafe	iv	neighbour	iv	vaile
av	ease	iv	night	iv	vine
av	east	iv	noise	iv	voice
av	exceed	iv	omit	iv	votes
av	faile	iv	owne	iv	waite
av	fast	iv	Oyle	iv	wayes
av	feast	iv	paid	iv	weake
av	fight	iv	passee	iv	well
av	hate	iv	past	iv	were
av	heale	iv	race	iv	wombe
av	heed	iv	raise	iv	yoke
av	house	iv	rest	iv	your
av	jewes	iv	rust	iv	youth
av		iv	said	iv	



Thirdly when a double consonant begins a word then let the vowel be placed about the first letter as for example to write (blame) set your double letter downe thus (b) and then your vowel being (a) write (in) in the place of it thus (a) to write blacke set downe your (bl) thus (b) and then your vowel being (a) write (k) in the place of it thus (a) to this end observe these examples following

~	blood	~	knees	~	spake
~	blot	~	please	~	sparrow
~	bright	~	plucke	~	spouse
~	brought	~	praise	~	spoile
~	cleare	~	prayer	~	spread
~	cloth	~	pride	~	steale
~	crowne	~	shaddon	~	still
~	draught	~	shame	~	stocke
~	flame	~	slaine	~	store
~	flocke	~	schoule	~	strait
~	fraud	~	skin	~	swallow
~	fright	~	small	~	sweet
~	glass	~	smell	~	tread
~	greife	~	snare	~	troes

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowel place that most sounds the word as for example to write build set your single letter (b) downe thus (b) then your vowel being (i) write (ld) in the place of (i) thus (b) to write feild set downe your (f) thus (f) then write (ld) in the place of (e) thus (f) feild to this end observe the examples following



# The Art of Short writing

h	balme	b	hurt	m	silke
<	better	pr	pearle	l	songe
<	bond	p	point	h	storme
<	buile	hr	scorne	4	torne
g	could	h	short	7	water
g	faint				

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<) (by) to write blow set downe your double letter (bl) thus (<) then put a period in the place of (o) thus (<.) (blow) to this end observe the examples following

t	few	h	to	c	plough
h	fee	7	way	f	pray
b	high	x	woe	h	shee
i	jaw	o	clay	h	shew
i	jen	g	cry	h	skie
1	joy	p	draw	b	flay
2	key	2	dry	l	snov
1	nigh	w	fly	st	spue
1	noe	h	free	1	stay
1	now	4	gnaw	1	straw
1	say	4	grow	1	true
1	see	4	knee	1	try
1	see	2	know		

Sixtly observe that sometyms sillables may be left out of some wordes, yet sufficient sound remaining still to express the same as for example

3	daughter	3	laughter	15	slaughter
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Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

8	comparison	10	poison	9	season
u	leson	1	prison	10	treason
o	person	1	reason	v	venison

Eighthly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

2	bones	1	eyes	17	nurse
3v	debts	14	frogs	17	rites
u	else	4v	goats	17	taras

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examplas and the like /

13	arrayed	13	ioyned	123	robbed
2	boved	23	noighed	17	venved
23	clouted	7	noised	23	used

Tenthly observe that if two vowels come together in a word and both of them of necessity must be exprest then exprest them thus as in these examplas

15	fewell	15	jewell	17	poet
17	fewer	41	lower	17	riot
37	hewer	u2	lyon	17	vowell

Eleventhly note that when a word ends with (sfe) put a period in the place of (i) as in these examples

2.	damnsfe	3.	iustisfe	10.	rectisfe
4.	edisfe	5.	magnisfe	11.	terisfe
6.	fortisfe	7.	pacisfe	12.	villisfe

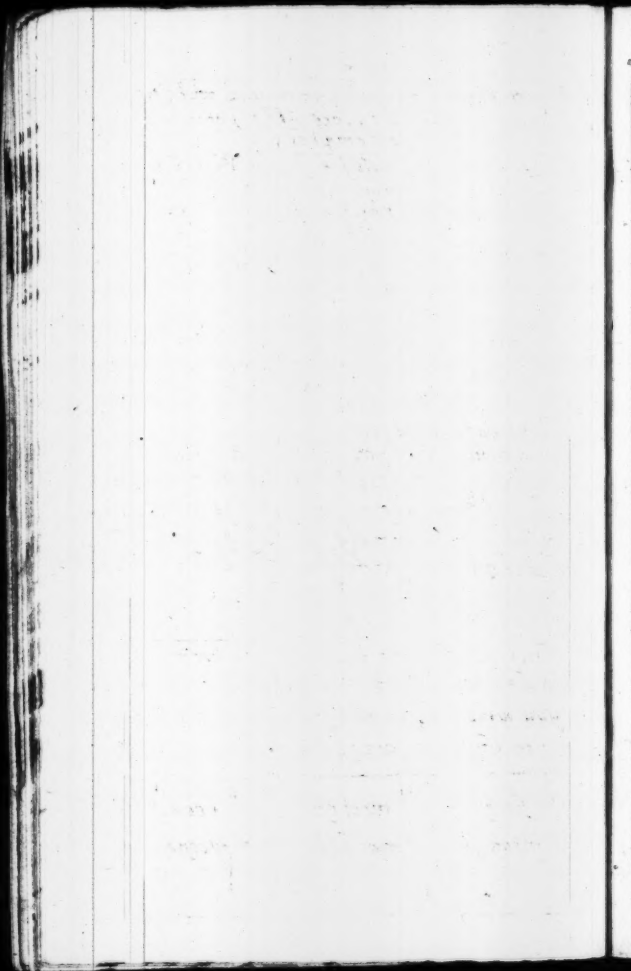
Twelfthly note that when a word ends with (tve) then put a period in the (i) place of (t) thus (i) as in these examples

13.	active	14.	captiue	15.	native
16.	affirmative	17.	motive	18.	primitive

Thirteenth to acquaint you with this rule concerning (qu) you shall vnderstand they are never disioyned but evermore lincked together as you may see in these examples following (quaike) (qualitie) (quene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

19.	fitte <sup>st</sup>	20.	meete <sup>st</sup>	21.	reede <sup>st</sup>
22.	meane <sup>st</sup>	23.	mocke <sup>st</sup>	24.	weepe <sup>st</sup>

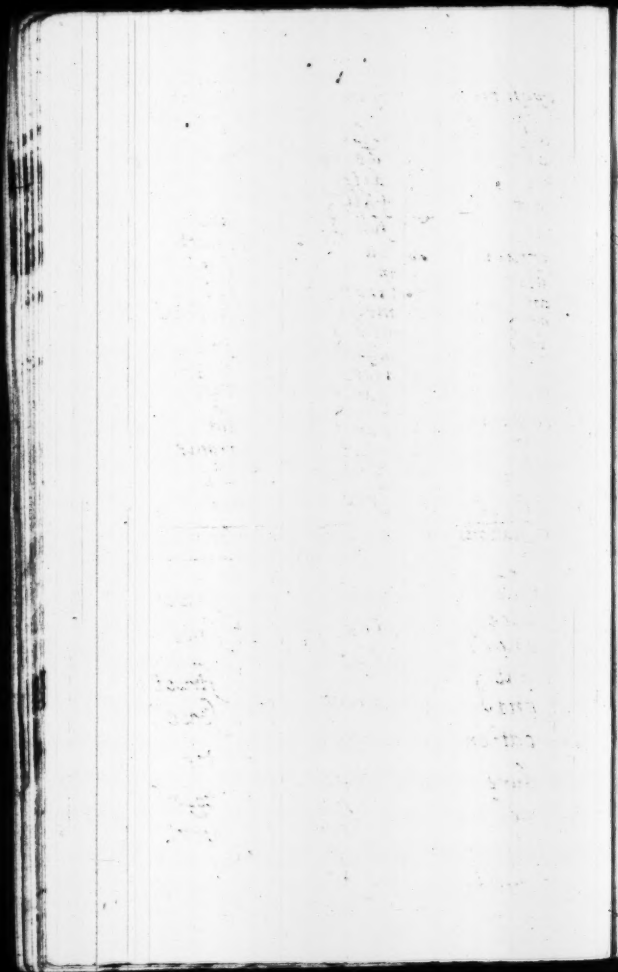


Prepositions to begin long words are these

†	ab }	+	croſſe	b	pro
T	ob }	2	de	6	pub
3	ac	7	diſſ	m	pur
a	ad	7	fall }	r	re
J	af	7	full }	s	satis
U	afflict	6	in	2	ſanct
U	all	6	in	2	ſor
^	an	3	liber	2	ſub
p	ap }	e	mer	2	ſuffice.
p	ip }	o	meſſ }	o	ſup
z	as	x	miſſ }	o	tempt
d	be	x	more	s	teſt
e	ch	o	par }	2	th
e	circum	o	per }	2	thr
o	com	p	part	2	trance
c	con	o	pract	2	vn
o	count	2	pre	o	wh
2	coſt				nr
2	coſt. Cal.				

Terminations for ending long words are theſe

L	able	1	ject	>	ſoever
2	ance }	2	ing	o	ſom
2	ence }	o	lye		
2	ant }	~	ment	s	ſtruct }
2	ent }	2	neſſe		ſtrue }
o	cation	z	ous	/	tie
2	dure	2		Δ	together
o	eth	p	ſerue	v	vert }
w	ference	c	ſion		ver }
>	fullneſſe				



CHAP. V.

*Of the Prepositions and Terminations  
for long words.*

**T**Hese *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

**S**Heweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations* you shall find sometimes, that one and the same Character may stand for two things.

As for Example.

There

There is the same Character for

d	be		believe
l	coll		call
c	cor	And	care
s	ch		child
+	croff		Christ
c	con		concern
a	de		deliver
o	dure		drink
o	eth		hath
r	ence	And	hence
r	re		our
b	pro		proverb
q	sanct		saint
n	for		sure
b	th		that
l	thr		there
l	tie		the
/	ing		thing
o	un		unto
a	ant	And	want
r	ent		went
o	wr		were
o	wh		which



All which may with facility by distinguished thus. When any of these standing alone by themselves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*; so the Preposition *coll*, when it standeth alone is *call*, and so of the rest. All which is no hindrance, but rather a help unto the memory; for by remembering the one, the other cannot be forgotten.




## CHAP. VII.



*Of Directions for the joyning of words, which are to be drawn out of the former Prepositions and Terminations, observe these four Rules.*





**F**irst, set down your Preposition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your pen from your former Preposition, without removing your pen: then write your letter or letters following, in the place of that Vowel that most sounds the word. As for Example.


First,


14      *The Art of Short-writing.*



First write your Preposition for *ab*, thus (  ) the next letters following, being *st*, must be joyned to *ab*, thus (  ) and then in the Vowels place which is *a*, write *n*, thus (  ) *abstain*.




To write *affirm*, first set your Preposition for *aff*, thus (  ) then place your double letter *rm*, in the *i* place of *aff*, thus (  ) *affirm*.




Secondly, when your Preposition doth begin the words and end the words, then always joyn them together: As for example, to write *account*, set down your Preposition *ac*, thus (  ) then where you are to take off your pen from *ac*, joyn *count*, thus (  ) without removing your pen. To write *appear*, set down your preposition *ap*, thus (  ) then where you are to take off your pen from *ap*, joyn your Preposition *per*, thus (  ) without removing your pen.




Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, to write *preserve*, first set down your Preposition *pre*, thus (  ) when there is no Vowel between the Preposition and Termination, then observe it is a general Rule, that you always joyn them together,

ther, without removing your pen, thus (  ) *preserve*.

To write *present*, set down your Preposition *pre*, thus (  ) then where you were to take off your pen, joyn your Termination *sent*, thus (  )

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example, to write *absolve*, set down your *ab*, thus (  ) then to joyn *s* to *ab*, thus (  ) then your Vowel being *o*, write *l* in the place of it, thus (  )

To write *admit*, first set down your *ad*, thus (  ) then joyn your *m* to *ad*, thus (  ) then your Vowel being *i*, write *t* in the place of it thus (  )

To write *affright*, first set down your *aff*, thus (  ) then joyn your *r* to your *aff*, thus (  ) then in the *i* place of your *r* write *t*, thus (  ) So that by observing these Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforesaid *Prepositions* and *Terminations*; yet for your more easie & speedy attaining to it, I have drawn out the *Table* of examples following, and have exactly characterized them to your hands. You

**Y**OU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example sake, and more curiosity in this Art: For any word may be written by the foregoing Rules, and is at thy own choice to learn any further.

Only let me say thus much for the Alphabetical Table of words of any sort in page 34. which are often in use, it's worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way than can be written by the Rules of the Book.

Such as learn this Art must write the Characters smaller than these which are cut in wood, for Example of the Learner.

our  
in  
of  
they  
and  
For  
the  
own

for  
ords  
of-  
rn-  
me-  
let-  
ort-  
the

craft-  
t in

†	abate	z	ascend	8	continue
†	abhorre	z	ascend	z	contrite
†	abide	z	assemble	2	correct
†	abound	z	assist	z	corrupt
†	about	z	assure	z	corne
†	absent	z	astray	z	defend
†	abuse	do	become	z	deny
†	object	†	before	z	designe
†	obtaine	†	besought	z	desart
T	accesse	†	bestow	z	desire
T	accuse	†	betray	z	desolate
T	accord	†	chaff	z	despise
z	addresse	z	chamber	z	determine
z	admire	z	cheefe	z	devoure
z	advise	z	chuse	z	devise
z	afford	z	comfort	z	disciple
z	affraid	z	communicate	z	dispaire
z	after	z	commande	z	discerne
z	alienate	z	commende	z	disdaine
z	allowe	z	common	z	disraie
z	allure	z	communion	z	dishonor
z	almighty	z	commit	z	disobay
z	alter	z	company	z	dispose
z	anker	z	compare	z	dispute
z	anoint	z	compass	z	dissolve
z	antient	z	complaine	z	divide
z	apparent	z	compleat	z	follow
z	appease	z	comprehend	z	image
z	appertaine	z	condemne	z	immoderate
z	applie	z	consist	z	incline
z	appoint	z	conspire	z	incourage
z	apprehend	z	consult	z	indeed

2	indure	4	presume	//	these
4	instruct	4	prevaile	/	then
1	intreate	4	prevent	/	they
v	invite	br	procure	/	this
e	merrie	n	redeme	/	those
e	mercie	n	refuse	/	though
2	miracle	n	release	/	thou
xv	moreover	n	remain	6	thousand
x	morrone	n	remit	/	thought
xiv	morrell	n	repose	/	thrust
x	mortall	n	resist	1/2	unrighteous
x	mourne	n	resolve	20	unworthy
8	message	n	restore	0	wheate
8	misery	n	restraine	0	when
8	pardon	n	retaine	8	wherefore
8	persevere	8	supper	0	while
8	pertake	8	suppose	0	who
4	preach	8	supraeme	0	whom
4	pretious	n	sorrow	0	whole
4	predesignate	4	subject	8	whoredome
8	prepare	4	sublime	0	why

These examples of wordes, which I  
 have collected out of the former pre-  
 positions they need not to be learned  
 by hart as many hundreds in this city  
 whom I have taught from their owne  
 experience can worthily manifest. /

### Chap: 8

Sheweth that you have sometymes these which I call propositions to end wordes as well as to Begin wordes, and terminations to begin aswell as to end as example in these.

L	abilitie	to	falsly	ds	speech
43	branch	2	much	2	such
40	breath	2	naturall	2	treasure
2	carefull	4	pleasure	Y	vertue
2	durance	TS	quench	2	usefull
2	durable	TS	search	2	watch

### Chap: 9

Likewise if you ad your terminations to your former propositions you may make any word that is to bee made out of them. but now some may say vnto me, how shall I doe it, I answer you may doe it by your former examples yet for you better satisfaction herein I will instance in some few examples out of each of them so that by them you may bee able to make any word that possible may be drawne out from them. examples followes

u	favourable	n	riect	cs	consolation
2	allowance	2	chambring	h	howsoever
u	aliant	2	commonly	2	altogether
u	fornication	4	impodiment	2	authoritie
2	sanctification	2	buisness	2	adversitie
2	ascendeth	2	goatous	Y	savour
2	carefullnes	2	suposition	2	pervert
				2	err



**Chap. X**  
**Of Abbreviations of some of the examples**  
**of the former Tables. /**

Although these may be writ by the former rules yet for the benefit of those which have formerly learned this Art unto I thought good to abbreviate these few examples which follow in regard of the usefullnes of them, being often and frequent in use in every form on - /

tr	abrogate	c	circumstance	b	proceed
T.	accord	c	contrary	b	profaine
T	acquaint	a	deceive	b	profess
h	advance	a	declare	b	profit
h	advantage	g	distresse	b	praphet
h	advocate	g	distribute	b	provide
o	afterward	u	fulfill	b	provision
u	alsoe	e	infinite	b	provoke
u	alwayes	n	inward	b	propose
u	alwaye	t	obediencie	b	prosecute
N	angell	t	obedient	b	protect
z	ascribe	o	peradventure	b	protection
s	beheld	d	perceive	b	propound
du	behold	d	perfect	b	promise
d	beloved	r	particular	b	pronounce
s	children	L	prescribe	b	prophecie
C	circumfise	L	prerogative	b	prodigall
C	circumspect	b	profound	b	reprobate

# Chapter the XI

Of the usuall hard names in scripture which are frequent and usefull in euery sermon. they being exactly made by rule doe not much charge memory

1	ron	11	Jesse	21	Nebuchadnezz
2	Avell	12	Jethro	22	Noah
3	Abithophel	13	Gezobell	23	Obededom
4	Abner	14	Joseph	24	Ongsimur
5	Abraham	15	Jossiah	25	Paul
6	Absolon	16	Isack	26	Pharaoh
7	Adam	17	Judas	27	Pilat
8	Beniamin	18	Korah	28	Proscilla
9	Boaz	19	Loah	29	Rachell
10	David	20	Lidda	30	Rahab
11	Doeg	21	Martha	31	Rebeckah
12	Elizabeth	22	Mary	32	Reuben
13	Elias	23	Messiah	33	Sampson
14	Ephraim	24	Merriam	34	Sanballat
15	Esau	25	Moab	35	Sarah
16	Goliah	26	Mordchai	36	Saul
17	Hagar	27	Moses	37	Shem
18	Hamon	28	Naaman	38	Solomon
19	Hozakiah	29	Naboth	39	Thamar
20	Jacob	30	Nathan	40	Thomas
21	Jehovah	31	Nathaniell	41	Vriah

31 Chap. XII of the Names of the  
Bookes of the Old and New Testament

32

4	Genesis	di	Isaiah	v	Luke
10	Exodus	iv	Jeremiah	1	John
12	Leviticus	v	Lamentations	T	Acts
17	Numbers	zv	Ezekell	r	Romans
3	Deuteronomi	5	Daniell	2	Corinthians
11	Joshua	hi	Hosea	4	Galathians
3	Judges	1v	Joel	8L	Ephesians
5	Ruth	1	Amos	LU	Philippians
14	Samuell	70	Obadiah	2	Colossians
11	Kings	10	Jorah	11	Thessalonians
2	Chronicles	1v	Nichiah	1	Timotheus
23	Ezra	1	Nahum	12	Titus
10	Nehemiah	2	Habukuk	15	Philemon
1	Ester	2L	Zephaniah	10	Hebrewes
12	Job	14	Haggi	1	James
1	Psalme	2	Zachariah	1	Peter
1	Proverbs	1	Malica	1	Jude
1	Ecclesiastes	1	Mathew	1	Revelations
			Marke	1	

The Characters for these booke they are  
all of them drawne from the letters of the  
Alphabet and therefore little chaunge to memory



## The Art of Short Writing

33

### Chapt: XIII of the use of points

- first for the Interrogative point use this (C)  
2ly for your parenthesis use this point (:) )  
3ly for the end of a perfect sentence use this point (.)  
4ly when you write out any chapter at the end of  
every verse use this point (...)  
5ly for the phrase ( and so forth ) which is often  
in use make this point (E)

### Chap: XIII Of the Table of words

Now having sufficiently furnished you, with long and short, words whereby you may be enabled by your own practise to write any sermon or speech being treatably spoken, word for word, / Yet for your better augmentation and perfection of your knowledge I have here sett downe an index or Table of words of sort, not one of them differing from the Alphabet, but each one of them very usefull and frequent in everie sentence and for the most part without removing penn from the paper as doth plainly appeare by the ensuing Table

## The Table

ab	2	Abominable	<	Blest	2	Demonstrate
anc	2	Abundance	<	Blesse	3	Denominate
ant	2	Abundant	<	Both	3	Devill
ac	2	Acknowledge	<	Bread	2	Dignitie
aq	2	Acquite	<	Brotheron	2	Diligent
sh	2	Admonish	<	Brother	2	Discribe
ad	2	Adultery	<	But	2	Distinguish
on	2	Against	<	Buckler	2	Doctrine
al	2	Alreadie		C	2	Both
ah	2	Although	c	Can	2	Duty
amr	2	Ambassadors	c	Cannot	3	Dwell
an	2	Among	c	Catholicke		E
n	2	And	e	Charge		Earth
an	2	Anger	15	Church	10	Effect
ao	2	Another	7	Conquerer	01	Egypt
ap	2	Apostle	5	Conclude	00	Elect
ap	2	Approve	e	Congregation	00	Epistle
ar	2	Author	c	Conscience	01	Equitie
a	2	Away	0	Conversation	01	Establish
ak	2	Awake	2	Confidence	01	Evangelicall
		B		Confound	00	Even
b	2	Babes	c	Confirme	00	Every
bb	2	Baptisme	e	Continue	00	Evermore
by	2	Beautifie	e	Consider	00	Everlasting
bc	2	Because	e	Create	00	Evill
bg	2	Begin	0	Creature	00	Example
bf	2	Bonifit	c	Covenant	00	Except
bd	2	Besides		D	00	Excell
bc	2	Beseech			00	Exclude
bx	2	Bewixt	2	Danger	00	Exercise
bm	2	Blasphe	2	Deepe	00	

# The Table

35

Exempt	u	Glory		I
Experience	u	God		Idleness
Exposse	u	Godlinesse	1	Idolatry
Expect	u	Godhead	u	Jerusalem
Extreme	u	Good	2	Jesus
Extinguish	u	Goodell	1	Jf
Extortioner	u	Grace	8	Ignorant
	u	Guift	4	Illustrate
	u	Guilt	19	Impietie
F	u		28	Iniquitie
Faith		H	28	Integritie
Felicity		Habit	1	Is
Fellowship	2	Hallowed	2	Israell
First	h	Have	2	It
Flesh	v	He	3	Judge
Folke	2	Heaven		K
For	h	Heart	2	Keepe
Forth	r	Help	2	Kind
Foundation	w	Heterofore	2	Kindnesse
Freind	n	Hereticke	2	Kindle
Fruite	h	Him	2	King
Frustrate	3	Hipocrite	2	Kingly
Furtherance	h	His	2	Kingdome
Furthermore	1	Holy	2	Knowne
G	h	Holyness	2	L
Gather	h	Holyghost	2	Labour
Gave	h	Honour	2	Lament
Generall	h	Hospitality	2	Law
Generat	h	How	2	
Generation	h	Humble	2	
Give	h	Husband	2	

# The Table

u	Lease	-1	Nevertheless	7	purpose
u	Lame	-	not	7	put
u	Let	-2	nothing		Q
u	Life	3	Notwithstanding		
u	Light			2	qualitie
u	Live			2	quantitie
u	Long	e	Of	7	quarter
u	Lord	e	Ofentimes	7	question
u	Love	e	Oh	7	quiet
		e	Omnipotent	2	quick
	M	e	Open		R
		e	Opportunity		
u	Majestic	e	Order	r	reconcile
u	Majestie	n	Ordinary	r	receive
u	Man	e	Ordinance	n	refresh
u	Many	r	Originall	n	regard
u	Manyness	e	Otherwise	r	rejoyce
u	Manysfold	e	Over	n	religion
u	Manifest	e	Outward	n	remember
u	Mattatour	e		n	remnant
u	Mattitude		P	r	repent
u	Might		patience	r	resurrection
u	Minister	e	peculiar	r	returne
u	Most	7	people	r	revenge
u	Mother	1	persecute	n	revels
u	Multiplic	7	perswade	n	reward
u	Multitude	7	place	n	righteousness
		e	posteritie		S
	N	7	power		
u	Name	7	priviledge	2	sacrifice
u	Necessary	7	principall	2	salvation
u	Necessity	7	principle	2	satan
u	Neglect	7	publique	1	saviour
u	Neither	7			



## The Table

W	scorner	~	thanke	Z	us
H	scribe		thinke		(N)
I	scripture	o	them		
L	selfe	L	themselves	u	walke
Q	selfelove	/	thus		wander
2	severall	<	tyne	7	wonder
H	shall	r	torment		was
ON	shepherd	h	toward	7	wise
is	should	L	trouble		wall
h	similitude	L	trust	w	will
9	sin	t	truth		what
L	some tyme	r	turne	o	when
2	spectall			o	wicked
+	spirit		(V)	u	wisdom
7	stand			3	with
1	strength	v	vanish	r	worke
9	strong	v	verse	n	word
2	succour	v	victory	n	world
2	support	2	understand	n	worship
h	sword	2	understanding	u	would
	I	2	voice	Z	Zeale
4	tabernacle	v	vouchsafe		
8	tempt	v	vpon		

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the beginning page you see an example, and it is very little chary to memory.

# The Art of Short writing

Chap: XV  
of joyning 3 or 4. words in one and  
all of them according to the Alphabett of  
Lettors examples foll ow

z l	as it is	< l	but it is	q	it is said
z s	as it were	l	for it is	z	it is christ
z p	as it is said	l	for christ sake	z	lord ihu christ
z s	as it was	q	it is soe	z	that it is
z	but now becom	l	is it not	z	that it was

## Chap: XVI: of the Abbreviation of sentences

To that end nothing may be left out that may be  
advantageous to thee in this expeditious art I  
have described vnto thee certaine infallible sen-  
tences, wherein there can be no mistake in the  
writing of them from any ministers mouth /  
The like before was never invented by any other.  
the characters there of being Answerable to the  
Alphabett of letters, soe that if you doe but observe  
in the writing of the sentences following to leave  
out (the) and (of) the rest you write at large as for  
example for (The anger of god) (write anger  
god) thus (A<sub>4</sub>) (for the benefitts of god) write  
(benefitts god) thus (A<sub>4</sub>) (for the blood of christ)  
write (blood christ) thus (A<sub>4</sub>) and soe in all  
the rest of them which is as you see plainly  
but little charge to memory yet are they shorter  
then any man can make markes for them as doth  
plainly appoare by the ensuing examples

many more of the like naturer might  
be added but these I judge sufficient to  
direct the Ingenious practitioner

e <sup>y</sup>	the cause of god	e+	the office of christ
+	the cause of christ	p <sup>y</sup>	the peace of god
q <sup>y</sup>	the church of god	e	the people of god
u <sup>y</sup>	the glory of god	f	the people of christ
u <sup>y</sup>	the glory of christ	oe	the power of god
u <sup>y</sup>	the grace of god	+	the raigne of christ
u <sup>y</sup>	the gift of god	n <sup>y</sup>	the righteousness of god
u <sup>y</sup>	the house of god	du	the spirit of god
u <sup>y</sup>	the joyes of heaven	+	the spirit of christ
u <sup>y</sup>	the kingdom of grace	7 <sup>y</sup>	the wayes of god
u <sup>y</sup>	the kingdom of glory	+	the wayes of christ
u <sup>y</sup>	the kingdom of god	u <sup>y</sup>	the will of god
u <sup>y</sup>	the kingdom of christ	u <sup>y</sup>	the will of christ
u <sup>y</sup>	the kingdom of heaven	3	the wisdom of christ
2	the kingdom of	n <sup>y</sup>	the word of god
u <sup>y</sup>	the life of grace	n <sup>y</sup>	the word of faith
u <sup>y</sup>	the life of faith	n <sup>y</sup>	the worke of god
u <sup>y</sup>	the life of christ	n <sup>y</sup>	the worke of grace
u <sup>y</sup>	the name of god	o <sup>y</sup>	the wrath of god
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